

**Attachment I: Contract Historical Data**

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October 2012

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As provided in clause H.12 ADVANCED AGREEMENT BETWEEN THE PARTIES:  
 REQUIREMENT TO PROVIDE CONTRACT HISTORICAL DATA, and based on the written request from the Contracting Officer, the Contractor shall provide all of the following historical data from this contract:

- (1) Provide all labor resources employed under this contract in the last twelve months, by Company Labor Category. For each labor category, provide the number of full-time equivalents (FTEs), the current average wage rate (unburdened "straight time" rate), and the average seniority level;
- (2) For each labor category, identify the most recent date that wages were escalated and provide the percentage by which wages were escalated;
- (3) For each labor category, identify whether the category is "exempt", "non-exempt", or "union" as governed under the Services Contract Act;
- (4) For each labor category, provide a brief position description in sufficient detail to indicate the duties of each category and any minimum education and experience requirements.

## Example of Table Requested Data

Labor category	# of FTE by Company's Title	**Current Weighted Avg. Unburdened Hourly Rate for this category	Average Seniority for this category	Date and amount of last rate escalation	Identification "exempt" "non-exempt" "union"
HR Administrator	3	\$15.80	1 Year	January 2009 (2.8%)	exempt

\*1 FTE is defined as the work of a full time equivalent. Example: Four employees working 2 hours per day make up one FTE.

\*\*Straight time labor rates only, not bid rates or unburdened rates

- (5) Provide the actual non-labor (other direct costs) expenditures for the prior twelve months, delineated by each of the following cost elements: Materials, equipment, travel, supplies, and any other non-labor expenditures (e.g. service centers, training, facilities, etc.);
- (6) Provide an estimate of the number of FTEs, including associated labor category titles/descriptions, for those personnel currently supporting this contract that are accounted for as indirect. This may include administrative employees (e.g., accounting or clerical personnel), management employees and/or technical employee (e.g. computer support personnel); and

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- (7) The information required in (1) through (6) above shall be provided for the prime contractor and all significant subcontractors. Significant subcontractors are those subcontractors that have performed more than \$1 million in work over the life of this contract.